

PERSON SPECIFICATION – EXAM INVIGILATOR

ESSENTIAL				DESIRABLE			
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified	
Qualifications & Education	E1	Ability to apply accurate literacy and numeracy skills to include spelling, punctuation, grammar, percentages and decimals	AF/R	D1	GCSE Maths and English or equivalent	AF/C	
Experience & Knowledge	E2	Experience of working with a range of people – including customer care skills	AF/I	D2	Experience of working in a school environment	AF/I	
				D3	Experience of managing behaviour in groups of children	AF/I	
				D4	Knowledge of relevant policies/codes of practice & awareness of relevant legislation	I/R	
Skills	E3	Ability to organise and prioritise own work	AF/I				
	E4	Ability to work as part of a team	AF/I				
	E5	Ability to relate to children and adults	AF/I				
	E6	Ability to work on own initiative	AF/I				
Personal Attributes	E7	Ability to deal with conflict tactfully	I/R				
	E8	Ability to maintain confidentiality	AF/I				

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E9	Supportive of the Christian ethos	AF/R/I	D5	Roman Catholic	AF/R/I
E10	Suitability to work with children	D			

Key - Stage identified	
AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References
D	Disclosure

Issues arising from references will be taken up at interview. All appointments are subject to satisfactory references.